

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: *Rec'd March 24 1952*

FROM : Chief of Procurement and Supply

SUBJECT: Report of Survey of Shipping and Procurement Procedures  
25X1A

1. Report on above subject, dated 26 February 1952, has been reviewed and considered. This office concurs with the findings and recommendations.

2. In addition to the facts and discussions presented in subject report, the following items are presented:

- a. The question of maintaining security on covert shipments is a problem which at present requires briefing of truck drivers by this office as well as by the Transportation Division. This is a duplication of effort.
- b. Several cases have occurred in the past month where the elapsed time between completion of packing as requested and the receipt of transportation instructions ranged from 15 days to three weeks. This necessitates the retention of packed cargoes in storage space in the warehouse which would normally be utilized for the storage of stock items. This practice reduces available usable storage space for stock items and creates additional restrictions on warehouse operation.

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No Change In Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
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Auth.: HR 70-2	
Date: 13 NOV 1978	By <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span>

JAMES A. GARRISON

CONFIDENTIAL

MAR 24 1952